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OSA 1392-62
13 March 1963

25/11/81 REVIEWED: 064540

MEMORANDUM FOR: Chief, Security Branch, OSA

SUBJECT: Installation of Tape Recorders in
the Operations Control Room

1. This memorandum confirms conversations of 13 March 1963 between [redacted] Security Branch/ADMIN/OSA, and [redacted] Commo/OSA, relative to the subject installation.

2. The Chief, Commo Staff, OSA, is in receipt of a written request from Chief, Operations Division, OSA for installation of conference recording facilities in the Operations Control Room. Based upon this request, two tape recorders, Revere Model 204-2, have been ordered.

[redacted] These recorders are due to be delivered 14 March 1963.

3. Subject to the approval of Chief, Operations Division, OSA, it is tentatively planned to hang two microphones from the ceiling in the Control Room just above each end of the main conference table. Microphone cable would be concealed in the overhang and routed to the Control Room cubicle. Operation and monitoring of the tape recorders will be the responsibility of Operations personnel.

4. While the installation was not intended to be elaborate, should the Operations Division have requirements for recording telephone conversations pertinent to operations, it would be advisable to stress those requirements at this time. Two tape recorders have been ordered in an effort to insure continuity of conference coverage. The tape recorders could provide the flexibility required for multi-purpose recording as well.

5. Consistent with existing security provisions, it is requested that action be initiated for completing the installation of microphones and associated cables. It is further requested that the modus operandi for conference recording, as it applies to security matters, be established by you.

6. Additional information concerning the installation may be obtained from [redacted]

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SIGNED [redacted]

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